## Compressing Videos within Windows 7

- 1. Create a folder on the C:\ drive called "Compressed Videos".
- 2. Navigate to the location of the full size .avi video that you wish compress and copy (*NB copy, do not cut or move*) the video to the "*Compressed Videos*" folder.
- 3. Select Start | All Programs | Movie Maker.
- 4. In the Movie Maker program, select the "Add videos and photos" from the task bar near the upper left. Navigate to the "Compressed Videos" folder and select the full size .avi video that you have just copied to that location.



5. The video will now appear within the Movie Maker program.



6. In the Movie Maker program select "Save movie" button on the task bar near the upper right. Ensure you click on the lower "Save movie" section of the button as opposed the icon just above it. From the drop down menu select "For <u>computer</u>".



7. In the "Save Movie" dialogue box, navigate to the "Compressed Videos" folder. Select an appropriate filename and enter it in the "File name" box. It is recommended that the filename is identical to the filename of the original uncompressed .avi video except that you add the word "Compressed" as a suffix – in the above example this will therefore be "M20140719\_014115\_RM Compressed". Ensure the "Save as type" is set to "Windows Media Video File".



8. Wait a moment while the file is saved.

8 Q 9 6 9	E My Movie - Movie Maker	Video Toolt	and hereiter			4	
Clubbard	Annuations Visual Effects Project V Webcam video all the Add videos Add and photos music - Add Add videos Add Add videos Add	ter Edit	ArtaMasa themes	Rotate Rotate Selec	ret tet Total Share	Ster and a state of the state o	
					17		
		Rt Move	e Makee aving mprie tep 1 of 1: 80% complete	-2-			
		Ľ		Cancel			
iona o	1992 Confident a Trad Rose Color (	non ik Tümmeretk eremese	00.00.00.00.03.92 🔀				
ham1 of 1						gi 🕤	
(2)	0 6 7 4					9 2 B at 4 P	13:14

9. Press "*Play*" in the "*Movie Maker*" dialogue box to check that it plays correctly.

8 Q 9 0 =	My Movie - Movie Maker	Video Tosis	Contraction of the local division of the loc	These would have		8 2
Home Home	Animations Visual Effects Project W	ew Edit				•
Pasta Cut Pasta	Add videos Add / Record narration - Cap Add videos music - Sagaration - Cap Add videos music - Sagaration - Cap	tan 🔛 🖬		Rotate Rotate I Select ul	Share Share	
			Movie Maker Your video file M20140719_014115_RM Compresse Your can play your video file now or open the folk	diverse is ready te that it is.		
antari G	nde matrice a trice avec attact	anan ara Manarata	Sinnancoo 110 Konto (ent. 00000/000332 🔀			-0.
herm1 of 1					12 ( )	10
C 🔁		12		V 🖛 🖷 🛤	**********	13:15

10. Navigate to the "*Compressed Videos*" folder and you will see a compressed version of your video which should be of a file-size that is less than 5MB and hence can be sent as an attachment to an email.

William Stewart ws@nemetode.org

19<sup>th</sup> July 2014